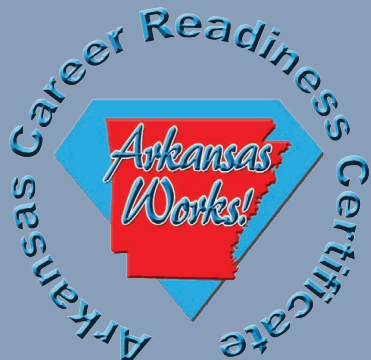




Arkansas Career Readiness Certificate

A job seeker's foundation
for building workplace
skills required for
21st century jobs.



WorkKeys®



KeyTrain®

Job seekers: Do you want to assure employers that you have the necessary skills for the job? Desire a skills credential that increases your employability and sets the stage for possible career advancement? Then you need an Arkansas Career Readiness Certificate!

The certificate is a portable credential signed by the Governor that confirms to employers that you have the basic workplace skills in Reading for Information, Applied Mathematics and Locating Information – skills that all jobs require.



Get started with a successful career in:

Healthcare

Manufacturing

Computer Technology

Printing

Automotive Technology

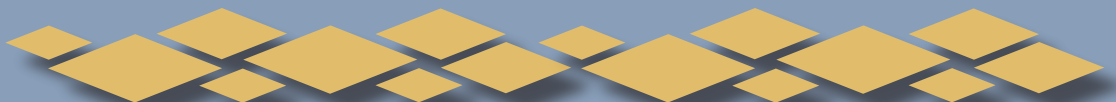
Construction

Business

Hospitality

Commercial Art

And more!



What is a Career Readiness Certificate?

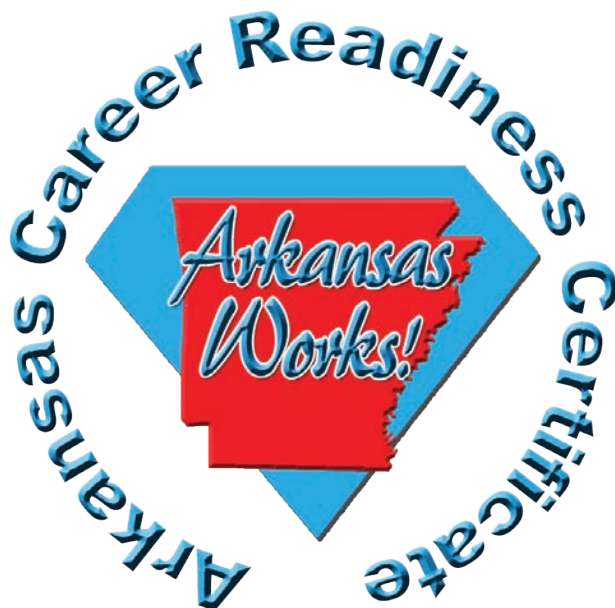
A CRC is a credential based upon the WorkKeys® assessments that confirms to employers that a job seeker possesses the basic workplace skills required for 21st century jobs.

What is KeyTrain®?

KeyTrain® is a pre-WorkKeys® instructional tool that helps prepare individuals for the WorkKeys® assessments. KeyTrain® includes instruction for all levels of WorkKeys® and pre-WorkKeys® skills. It is available via the Internet, CD, or print.

What is WorkKeys®?

WorkKeys® measures the common skills required for success in the workplace. WorkKeys® was created by ACT, Inc., who developed the ACT assessment that is commonly used for college entrance testing.



Get your Career Readiness Certificate. Get the job!



To earn an Arkansas Career Readiness Certificate, job seekers must successfully complete the KeyTrain® instruction and score at least a Level 3 on the WorkKeys® Assessments in Reading for Information, Applied Mathematics, and Locating Information.

Reading for Information – The ability to understand information in common workplace documents such as letters, memos, procedures and instructions.

Applied Mathematics – The ability to use mathematical reasoning in solving common workplace situations.

Locating Information – The ability to understand and extract information from graphics such as diagrams, tables, forms, graphs, and charts.

Upon successfully completing KeyTrain® and WorkKeys® job seekers will earn an Arkansas Career Readiness Certificate.



Arkansas Career Readiness Certificate Skill Levels

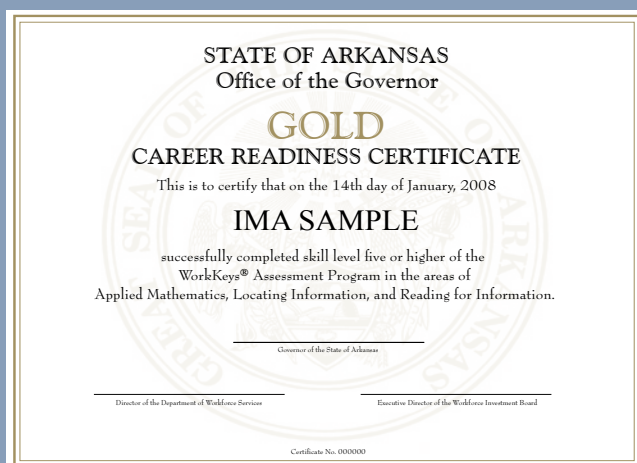
Gold – Scores a **Level 5** on WorkKeys® assessments and possesses core employability skills for approximately 90 percent of the jobs profiled by WorkKeys® in the three skill areas

Silver – Scores a **Level 4** on WorkKeys® assessments and possesses core employability skills for approximately 65 percent of the jobs profiled by WorkKeys® in the three skill areas

Bronze – Scores a **Level 3** on WorkKeys® assessments and possesses core employability skills for approximately 30 percent of the jobs profiled by WorkKeys® in the three skill areas

The back of each certificate provides detailed information about the skills of the individual earning the certificate.

The Governor of Arkansas, the Director of the Arkansas Department of Workforce Services, and the Executive Director of the Arkansas Workforce Investment Board sign each Career Readiness Certificate to certify that the individual has successfully completed the WorkKeys® assessments.



The Career Readiness Certificate was implemented in Arkansas to help job seekers improve their skills so they can meet the needs of employers. Several employers require a CRC as part of their pre-employment process.

The best part, it's free to you! For more information, contact a CRC partner agency by going to

www.ArkansasAtWork.org or call **1-866-757-2999**.

Get your Career Readiness Certificate. Get the job!

CRC Partner Agencies:



Arkansas Department of Workforce Services

P.O. Box 2981

Little Rock, AR 72203

1-866-757-2999

TTD/TTY Voice 1-800-285-1121

TDD 1-800-285-1131

crc@arkansas.gov

www.dws.arkansas.gov

"Equal Opportunity Employer/Program"

"Auxiliary aids and services are available upon request
to individuals with disabilities."